

State Community Services Office (SCSO) Qualified Emergency Food Agency Fund (QEFAF)

A qualified emergency food agency is an organization that is either: (1) exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code; (2) an association of governments; or (3) a food pantry operated by a municipality located within the state; which as part of its activities operates a program that has as the program's primary purpose to i) warehouse and distribute food to other agencies and organizations providing food and food ingredients to low-income persons; or ii) provide food and food ingredients directly to low-income persons within the State of Utah.

To be eligible to receive distributions under Utah Code Section 35 A-8-1009, an organization must file an application with the State Community Services Office (SCSO) and be approved as a Qualified Emergency Food Agency. All applications must be submitted online via the Web Grants system. Step by step instructions are available in Web Grants at the following:

<https://webgrants.community.utah.gov/home.do>

Application Instructions.pdf

A non-profit organization must be registered with the Utah Department of Commerce, Division of Consumer Protection, AND have a current Charitable Solicitation permit on file per UCA Section 13-22-6 or be exempt under UCA Section 13-22-8. Information about registering a charitable organization is available at the following Website:

<http://consumerprotection.utah.gov/consumerinfo/lists.html?list=CH>

The application package consists of the following documents for: **ALL AGENCIES, BOTH NEW APPLICANTS AND RENEWALS:**

- ✓ Current Charitable Solicitation Permit from the Utah Division of Consumer Protection OR evidence of exempt status (*Association of Government and Municipalities are not required to submit evidence of tax exemption status.*)
- ✓ Agency's current By-Laws
- ✓ Current 501(c)(3) tax exemption status (if applicable)
- ✓ For non-profit organizations, agency's most recent financial statements

The required documents are to be attached as part of the application process in Web Grants.

If further information is needed, please contact Stephanie Bourdeaux – (801)468-0104, e-mail sbourdea@utah.gov or Karen Quackenbush – (801)468-0142, e-mail kquackenbush@utah.gov

Those interested in applying, please see instructions on page 2.

Step-by-step instructions for completing the application in WebGrants as follows:

Step #1 - Click on “General Information”

Enter Title (such as Two Rivers Community Food

Pantry) Check all counties served

Click on the down arrow and select a Project Manager from the drop-down menu

Click “Save”, then “Continue”

Step #2 - Click on “Application Questionnaire”

Part 1 - Select one or both, depending on the nature of your organization’s activities

Part 2 - Select only one

Part 3 - If your organization warehouses and distributes food to other organizations, briefly describe the nature of such activities, including information about your warehouse space (square footage, refrigeration capacity, number of staff, and number of pickup and delivery vehicles. Also, provide a description of the distribution services provided (number of other organizations you deliver to, frequency of deliveries, and estimated monthly poundage delivered).

Part 4 - List the physical address and description of all food pantry and/or prepared meal locations, including operating hours, number of food boxes distributed, and/or number of meals served.

Part 5 - Provide the name, telephone number and email address for individual(s) primarily responsible for receiving and recording donations of food and food ingredients.

Part 6 - Describe the type and brand of scales used to weigh food. Also describe the process your organization uses to log and document the source of food donations, including how the determination is made as to whether or not the donor paid Utah Sales and Use Tax on items donated.

Part 7 - Provide name, telephone number and email address for individual(s) primarily responsible for maintaining your organization’s financial records.

Step #3 - After completing sections 1 through 7, click “Save”, then “Continue”.

Step #4 - From the Components screen, click on “Attachments” (next to Application Questionnaire). In the free-text box, enter a brief description of the document, such as By-laws or Board roster. Click “Browse” to select a file, and then click “Attach File”. The required documents are:

☐ **Non-profit organizations:**

- ☐ Copy of By-laws
- ☐ List of current members of Board of Directors

- ☐ Copy of most recent financial statements
- ☐ **AOGs and Municipalities:**
 - ☐ List of current members of Board of Directors

Step #5 - Preview and Submit Application

After completing the questionnaire, click “**Save**” and then “**Continue**”. From the Components page, click on “**Preview**” and review what has been entered. If complete, click on “**Submit**” and carefully read the certifications statement. If you agree to the certifications, click on “**OK**” to submit the application.